

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			

<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below			<b>CONSULTANT:</b> Provide only checked items below in proposal
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)**

### GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

**(These forms are not included in the proposal maximum page count.)**

**REQUEST FOR PROPOSAL**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts) **AA**

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**RFP SPECIFIC INFORMATION**

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

☐ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with proposal for all firms performing non-prequalified services on this project.**

☐ **Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

**BID SHEET INSTRUCTIONS**

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

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**PARTNERSHIP CHARTER AGREEMENT**

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.  
**Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

## **NOTIFICATION E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR DESIGN SERVICES As-Needed Value Engineering Studies

**CONTROL SECTIONS:** Various

**JOB NUMBERS:** Various

**PROJECT LOCATION:** Various

**PROJECT DESCRIPTION:**

Value Engineering Studies shall occur on an “as needed” basis. Work involved in the studies will consist of a Value Engineering (VE) study of Resurfacing, Restoration and Rehabilitation (3R) and/or New Construction/Reconstruction (4R) of Road and Bridge projects. At times, specialized work experience may be necessary.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services will not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

**UP TO FOUR (4) CONSULTANTS MAY BE SELECTED FOR THESE PROJECTS**

**ANTICIPATED SERVICE START DATE:** November 2015

**ANTICIPATED SERVICE COMPLETION DATE:** November 2017

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Value Engineering

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Bridge Construction Engineering	Maintaining Traffic Plans and Provisions
Geotechnical Engineering Services	Traffic Capacity Analysis and Geometric Studies
Road Construction Engineering	Traffic Signal Design
Complex Bridges	Complex Traffic Signal Operations
Complex Urban Freeway Design	Hydraulics
Railroad Bridges	

**DBE REQUIREMENT:** N/A

**MDOT VE PROJECT MANAGER:**

Dina Tarazi, P.E.  
State Value Engineer Coordinator  
Design Division  
425 West Ottawa, P.O. Box 30050  
Lansing, MI 48909  
517 335-3990  
[tarazid@michigan.gov](mailto:tarazid@michigan.gov)

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Bridge Design Manual and Guides, Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, AASHTO-LRFD Bridge Design Specification, etc.).

Conflict of interest: MDOT will not consider a VE firm to perform a VE Study on projects where that firm is also providing design services. If a current employee of a construction company is selected by the VE firm and participates as a member of the VE study team, the construction company will not be eligible to bid as a prime contractor on the project nor partake in any of the construction activities as a subcontractor. The construction company employing any VE team member must provide a signed statement agreeing to this provision before the start of the VE study.

**ASSEMBLING THE VE TEAM:**

The Consultant will assemble a multi-disciplined VE project team of 5-7 persons, led by a VE Facilitator. The team should be structured so there is appropriate expertise to evaluate the major problem areas anticipated within the project. MDOT may add one or two MDOT personnel to participate with the VE team. MDOT personnel will provide additional assistance and expertise but will not replace Consultant VE team members.

VE team members should consist of the following:

**VE Facilitator, Design, Construction, Maintenance and Traffic Engineering:** All members should have completed a 40-hour Value Engineering training seminar or have prior Value Engineering experience. The composition of the expertise should reflect the complexity of the project design to be studied. At least two members of the team should be experienced in the high-cost areas of the project.

**Work Zone Safety and Mobility member:** The Department's Guidance Document #10177 addresses the Work Zone Safety and Mobility Policy. The VE Team should include expertise to review and provide recommendations in accordance with this policy.

**Constructability expert member:** This member should be an experienced construction professional who is able to add the contractor's perspective to the VE Study. **As stated above, if a current employee of a construction company is selected by the VE firm and participates as a member of the VE study team, the construction company will not be eligible to bid on the project nor partake in any of the construction activities as a subcontractor.**

**Additional requirements:** The VE team should have CAD capability to develop, analyze, and propose modifications within the VE time schedule. For all VE Studies, 'Read-Only' CAD files in Micro-Station format will be made available to the VE team.

### **REQUIRED STUDY ELEMENTS:**

Several steps in the application of VE have been determined by the Department to be of such significance that special attention is needed. These ten (10) items shall be required in conducting every VE study:

1. Define the original project objective.
2. Identify the design criteria for the project.
3. Verify all valid project constraints.
4. Identify specifically the components and elements of high cost.
5. Determine basic and secondary functions.
6. Evaluate the alternatives by comparison.
7. Consider life cycle costs of alternatives.
8. Evaluate constructability of project and elements.
9. Develop a detailed implementation plan.
10. Develop recommendations to address the Work Zone Safety and Mobility Policy requirements.

In addition to the required elements listed above, VE studies on Bridge projects shall include the following:

1. Substructure/superstructure requirements that consider alternate construction materials.
2. Acceptable designs based on an engineering and economic evaluation.
3. Analysis of life cycle costs and construction duration.

### **DEVELOPING THE VE WORK PLAN:**

After notification of approval of the authorization, the selected Consultant will contact the Project Manager of the job receiving the VE Study to learn additional details of the design project and establish study dates. NOTE: Pavement Type and Fix Life are not to receive Value Engineering assessment since they receive their own rigorous analysis.

The Consultant will develop and submit a VE work plan geared toward the assigned project. In general, a 5 day 40-hour VE Study is expected; the duration of the VE Study shall be determined by the VE Consultant after discussion with MDOT staff. Actual dates of the VE Study must be coordinated with the MDOT Project Manager and VE Coordinator.



The Consultant is requested to hold the Briefing, Presentation and Decision Phases at a location within the county of the project(s) or at a location within a county adjacent to the project. The Consultant may choose to conduct the other phases of this VE Study in the same near-site location or may return to an office where their phone, CAD, and other support are more readily available. If available, MDOT conference rooms may be used for the Presentation (Information Phase) and VE Team's Recommendations and Decision Phases.

### **INFORMATION PHASE:**

Basic project information must be available and organized before a VE study is begun; this is initiated by the Consultant VE team leader talking with or meeting with the Project Manager. The VE team leader gathers readily available data, distributes to the VE team, and all members review the items in order to be as fully knowledgeable of the project as possible prior to commencing the formal VE session. This information may include but not be limited to the following:

#### Images:

1. Existing Aerials
2. Project Photographs
3. As-Built Plans
4. Project Area Map

#### General project information:

1. Environmental Clearance Document or Issues
2. Right of Way Plans or Concerns
3. Permit Restrictions
4. Cooperative Agency Agreements
5. Utility Plans or Encroachment Issues
6. Detour, Staging Concepts, or Restrictions
7. Traffic Data
8. Crash Data
9. Context Sensitive Design Issues
10. Constructability Issues

#### Road information:

1. Set of Plans (Size and Quantity)
2. Latest Project Cost Estimate

#### Structure information:

1. Current Set of Bridge Plans
2. Bridge Inspection Reports
3. Geotechnical Data, Log of Borings and Foundation Reports
4. Hydrology/Hydraulic Information
5. Latest Project Cost Estimate

One of the first steps of the VE session will be a presentation and briefing of the VE team by the MDOT Project Manager and other MDOT participants. The following steps continue the VE study.

### **ANALYSIS PHASE:**

In the Analysis phase, the team identifies the elements with the greatest potential for value improvement, bringing the three fundamental concepts of VE (function, cost and worth) to bear on the project. This phase requires the team to ask and answer the following basic questions, after which the team identifies the high-cost elements, functionally analyzes them, and assesses their cost / worth relationships.

What is it?

What does it do? (What is the function?)

What must it do? (Is its function Basic?)

What is it worth?

What does it cost?

### **SPECULATION PHASE:**

The team applies brainstorming techniques to develop good alternatives to the proposed project design, generating a list of potential (creative) solutions to items identified in the Information or Analysis phases. The team uses the generic format of the function to speculate on all possible solutions to the problem presented in the function statement. All ideas have merit; the team should be creative and leave the evaluation and judgment for the next phase.

**At the end of the speculation phase, the MDOT Project Manager(s) will be available (either by phone or to meet) to review the speculation, answer questions or provide information to assist the VE team in the following phases.**

### **EVALUATION PHASE:**

This phase determines the best alternatives by listing the advantages and disadvantages, described in general terms, of each alternative. A weighted matrix analysis might also be used to determine which alternative is best, based on the relative importance of each of the desirable criteria which must be addressed. This analysis satisfies the VE objective to achieve the best blend of performance, cost, and schedule. If the disadvantages far outweigh the advantages of any alternative, that is noted and the alternative is dropped at this point.

### **DEVELOPMENT PHASE:**

The best alternatives are fully developed through sketches, cost estimates, validation of test data, and other technical work to verify the validity of assumptions made during the study. The final step before presenting the team's analyzed recommendations to MDOT is to formulate an implementation plan which describes the process MDOT must follow to implement each recommendation.

### **PRESENTATION OF RECOMMENDATIONS:**

At the completion of the VE Study, the VE team presents its recommendations to the MDOT Project Manager and support staff. This presentation is a high level overview of the recommendations developed by the VE Team. Included with the presentation should be a brief handout of the recommendations and costs. It is a two-way discussion that helps provide questions and issues that should be addressed in the VE Study Report of recommendations. All members of the VE team should present but participation in the presentation is optional.

### **DRAFT VE STUDY REPORT:**

Two weeks after the study is complete, or at a time requested by the MDOT Project Manager, the VE Team will submit the draft report in ProjectWise (in PDF format). This draft should only contain the recommendations, all information and sketches, calculations, and design suggestions. The VE study process information should not be included (this is included in the final report only).

### **DECISION/IMPLEMENTATION PHASE:**

The State VE Coordinator will coordinate with the MDOT Project Manager(s) to distribute the Draft VE Study Report and schedule the Decision Meeting with all involved parties within MDOT and FHWA on the Decision Team. The draft report will be distributed at least two weeks prior to the Decision Meeting. The VE Team should designate at least one person to attend, answer questions, and document decisions for the Final VE Study Report.

The Decision Team will make full and fair evaluation of all proposals. MDOT and FHWA staff attending the Decision Meeting will determine one of three dispositions of each recommendation: Accept for Implementation; Accept for Further Study before Determining Implementation; or Reject for These Reasons. Implementation of the recommendations determined to be viable are a major part of the Value Engineering program.

### **FINAL VE STUDY REPORT:**

A VE Study Report is compiled during the VE Study as a step-by-step record of the VE analysis. The record should be complete and understandable, as it serves as documentation to support the VE team's recommendations, track their deliberations and considerations, and aids in MDOT implementing the recommendations. It also becomes a reference for similar components on future MDOT projects. The VE Team will submit the Final VE Study Report in ProjectWise (in PDF format).

A typical report format is as follows:

- Executive Summary
- List of VE recommendation with the following (determine which is appropriate for each recommendation):
  - Existing Condition
  - Life Cycle Cost Estimate
  - VE Alternative Description
  - VE Alternative Cost Calculations
  - Evaluation by Comparison
  - Proposed Design
  - Detail Findings or Analysis
  - Specific Recommendations and Costs
- List of Design Suggestions
- Appendix
  - Participant List
  - VE Study Process
  - Research Sources
  - Project History (including project criteria, commitments, and constraints)
  - Potential Study Areas
  - Performance Criteria
  - Basic Functions

### **PROJECT DELIVERABLES:**

In addition to conducting the VE Study, the VE Consultant shall deliver the high level presentation, the Draft VE Study Report and the Final VE Study Report. Reports shall be submitted to MDOT ProjectWise in the appropriate folder as directed by the MDOT Project Manager/VE Coordinator. To provide text search capabilities the reports shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capture a legally signed document or a hard copy version of a document is all that exists.

The final report shall fully document the Value Engineering process as applied to the specific project/corridor, and include a summary of the items discussed during each VE phase, a detailed description of the evaluation of each alternative carried forward for investigation, the advantages and disadvantages of each, the cost of constructing the primary function and secondary functions of each alternative carried forward, and the VE Recommendations and MDOT Decision on each recommendation. A list of VE design suggestions shall also be included.

MDOT will consider these and other VE Outcomes on any future jobs in the VE Corridor or elsewhere statewide.

**CONSULTANT PAYMENT – Lump Sum:**

Compensation for this project shall be on a **lump sum** basis. One lump sum payment will be made once the deliverable is received and approved by the MDOT Project Manager. The MDOT Project Manager may authorize partial payment if the project is delayed due to circumstances beyond the consultant's control.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services. Refer to your contract for your specific contract terms.